

EXAMPLES OF CALLS NECESSARY IN THE INTEREST OF THE GOVERNMENT

Use of Government provided long-distance telephone systems and services are for the conduct of official business. Official calls may include personal calls (such as emergency calls and other calls the agency determines are necessary in the interest of the Government). Agencies should not install additional telephone equipment or increase levels of service on existing telephones merely to accommodate circumstances for these calls. Examples of such calls are:

1. Calls relating to injuries, sickness, or medical appointments.
2. Calls relating to unplanned schedule changes (e.g., delays by business or transportation problems, need to work overtime).
3. Brief daily call to/from spouse or minor children or those responsible for children.
4. Calls to/from locations that can be reached only during working hours (e.g., banks, repair services to home or car).

Any electronic mail messages related to the above uses should be deleted from the system immediately after they have served their purpose.

[ATTACHMENT 2 - List of Departmental Records Managers](#)